



Filing a Marketer Refund Claim Uploading a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file Marketer Refund Claims by electronic means
- Easy Data entry or Data upload
- System does all calculations

Features

- Use one EPath account to claim refunds or file and pay taxes for multiple licenses for same owner
- Amend claims or returns online
- Review claims, returns, payments, outstanding returns, and account balances
- Make payments if any are due
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time





EPath Help

ACCESS
EPATH HELP
FROM EVERY
SCREEN

Login >

Log in to your Account

Username: Password:

Forgot your Password?

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge

Bank Franchise Tax

Contractors' Excise Tax

Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

Due Dates Calendar

Please refrain from using the browser's back button while using this site.

This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement



Each • has help information, simply point to the • to display the information.

Main Menu >

File and Pay.

- ► File and Pay your Return 📵
- ▶ Upload Additional Documentation 6

Amend a Return ①

Pay Outstanding Balance.

Payment Only 6

Select an account function to perform.

- ► Add/Edit User Accounts **①**
- **►** Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity <a>0
- ▶ View Pending Items ①

- ► Change Profile •
- ► Add a License
- ► Renew your Alcohol Tax License
- ▶ View/Edit Pending Electronic Payments ①
- ▶ View Deleted Electronic Payments 6

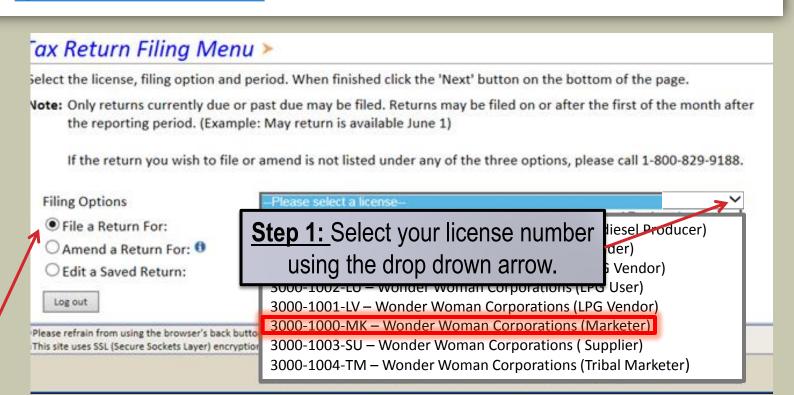
Main Menu 🕨

To reach the **Filing Menu** click here.

File and/or pay taxes.

- File or Amend Return/Payment 1
- Upload Additional Documentation ®

Payment Only ①



Step 2: Choose from Filing Options to file, amend, or edit claims

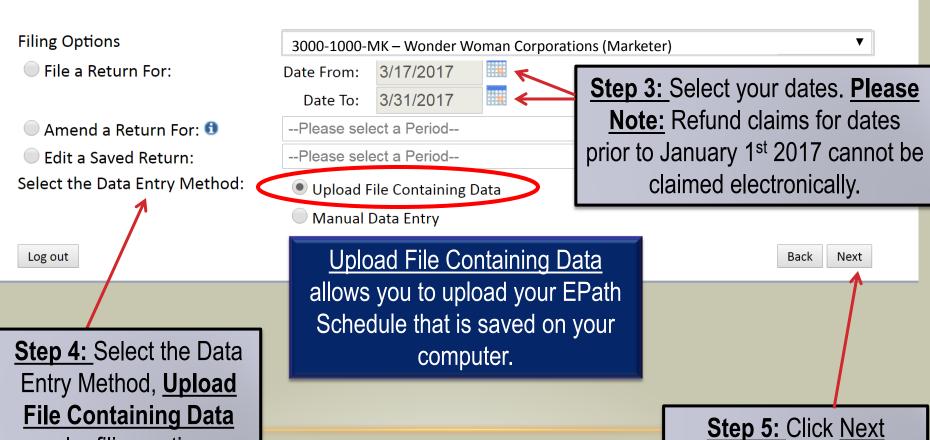
Tax Return Filing Menu >

under filing options.

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



Understanding the "Upload a File Containing Data" Option

Depending on your sales you can upload a schedule for each option.

Marketer Refund File Upload >

FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

<u>Main Menu</u> <u>Logout</u>

MK File Upload>

MK File Preview MK Wex Upload MK Summary Verify Info

Template

Templates are available which can be used to upload data as opposed to manually entering the data. These templates are available for downloading in each of the four refund areas below.

If you prefer to use your own Excel file(s), it should only contain one sheet with no formulas. Your file must contain the same column headings that are displayed in the applicable template(s) below. Your file may contain extra columns that are not needed to apply for the refund and will be ignored. However, the order of the columns in your file must match the file layout you have indicated in the File Layout page for each refund type. These layouts can be set by selecting the applicable File Layout link(s) below.

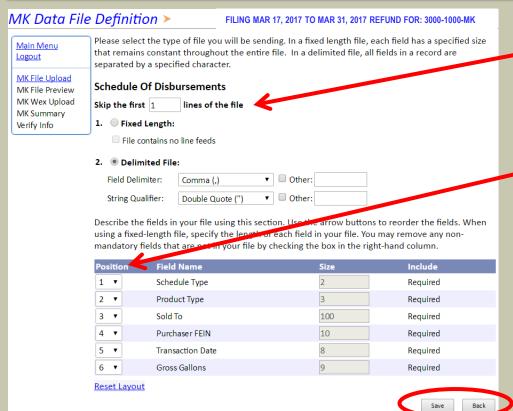
Each section provides a clickable link to a working template. You can use one of the templates provided or make your own.

If you choose to make your own template make sure your file layout matches by clicking on the Layout link you are working with.



Example: Changing Your File Layout

If you choose to file your return using your own schedule click on the file layout for the section you are uploading and follow these steps. If you are using a template skip this slide.



Step 1: Determine the amount of lines to skip depending on where you want EPath to start pulling your recorded data.

Step 2: Under Position list the correct order for your file. Position refers to the column on the schedule that is uploaded into EPath.

Use the drop down arrows to select the numbered order.

Step 3: Make sure your column heading matches with your position number and click Save.

Schedule Product Purchaser Transaction Gross Sold To **FEIN** Gallons Date Type Type 65 **Puchaser Name** 99999999 03/16/2017 5000 8 8 160 **Puchaser Name** 99999999 03/17/2017 1000 8 65 **Puchaser Name** 99999999 03/16/2017 1200 **Puchaser Name** 99999999 03/16/2017 500 8 65 160 Puchaser Name 99999999 03/16/2017 800 03/16/2017 160 Puchaser Name 99999999 900

Step 4: After you have saved your changes click Back to return to the upload screen.



Understanding the "Upload a File Containing Data" Option

location on a licensed Indian Indian School Upload File School's premises will be Indian School File Layout uploaded under this section. Choose File No file chosen Indian School Workbook (*.xlsx) Template Indian School CSV (.csv) Template Sales to the US Government will be Schedule of Disbursements Upload uploaded under this Schedule Disbursement File Lavo Choose File No file chosen section and reported as a Schedule Type 8. Schedule Disbursements Workbook (*.xlsx) Template Schedule Disbursements CSV (.csv) Ter Reefer Storage Upload Sales of undyed diesel fuel Reefer Storage File Layout Choose File No file chosen dispensed in separate reefer storage for Reefer Storage Workbook (*.xlsx) Template Reefer Storage CSV (.csv) Template refrigeration use will be Tribal Sales Upload uploaded under this Tribal Sales File Layout Choose File No file chosen section. <u>TribalSales Workbook (*.xlsx) Template</u> TribalSalesCSV (.csv) Template

Sales of fuel sold to an enrolled tribal member purchasing fuel in Indian country controlled by the members tribe, or an Indian tribe purchasing motor fuel or special fuel in Indian country controlled by the tribe will be uploaded under this section.



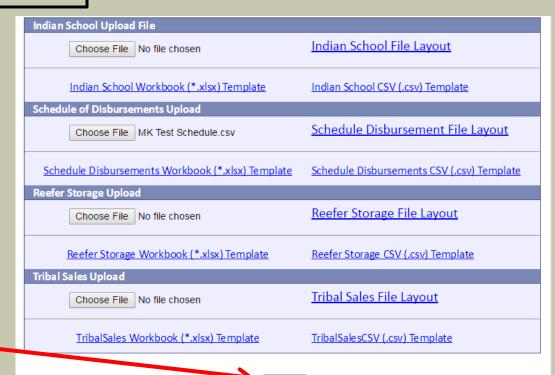
Sales of fuel sold in bulk to a

Example: Uploading a File Containing Data

Step 1: Determine which section you wish to upload a file to and select Choose File in that section.

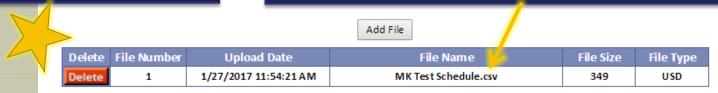
Step 2: Select the file you wish to upload. Once you have selected the file you wish to upload click Add File.

If your file upload was successful it will appear at the bottom of your screen under **Add File.**



Make sure that the file you are uploading is in either a <u>CSV</u> or <u>XLSX</u> format. If it isn't in one of these formats the schedule will not successfully upload.

Add File



Step 3: Repeat these steps until you have uploaded a file for each section you need to report data on and click <u>Next.</u>



Example: Uploading a File Containing Data Continued...

<u>Indian School File</u>

Schedule of Disbursements

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

	_						
Result	Sch	edule Type	Sold To	Purchaser FEIN	Transaction Date	Gross Gallons	Product Type
Success	8		Puchaser Name	999999999	03/16/2017	5000	65
Success	8		Puchaser Name	999999999	03/17/2017	1000	160
Success	8		Puchaser Name	999999999	03/16/2017	1200	65
Success	8		Puchaser Name	999999999	03/16/2017	500	65
Success	8		Puchaser Name	999999999	03/16/2017	800	160
Success	8	1	Puchaser Name	999999999	03/16/2017	900	160
1		/					

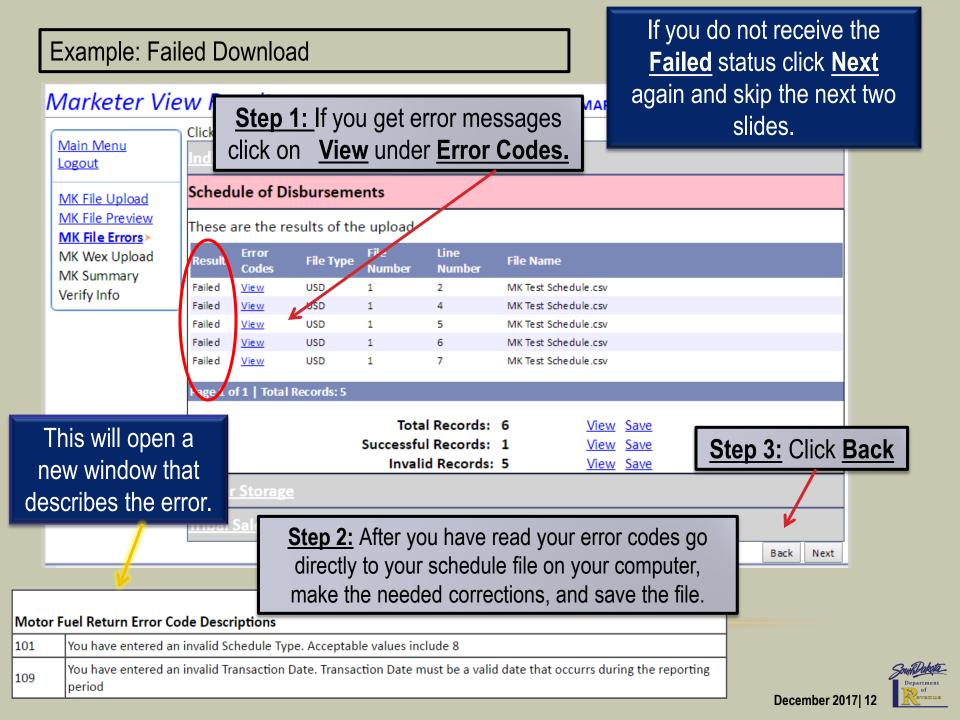
Reefer Storage

Tribai sales File

Back

Next

Click **Next**



Example: Failed Download Continued...

Tip: Remember to correct your file before uploading the new one!

Step 4: Click Back on the File Preview page so you can return to the Marketer Refund File Upload page

Click Title to Expand - Pink Highlighting Indicates Existing Errors Main Menu Logout Schedule of Disbursements MK File Upload MK File Preview Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is MK File Errors not click the back button and reimport the corrected file. Wex Upload Schedule Type Sold To Purchaser FEIN Transaction Date Gross Gallons Product Type MK Summa Success 8 Puchaser Name 999999999 03/17/2017 5000 Verify Info Puchaser Name 999999999 03/17/2017 1000 160 1200 65 Success Puchaser Name 999999999 03/25/2017 65 03/30/2017 500 Success a ser Name 99999999 99999999 03/31/2017 800 160 Success 8 Puchaser I Success 12 Puchaser Name 99999999 03/18/2017 900 160 Back Next

Step 5: Delete the incorrect file by clicking on the red Delete button.



Marketer File Previ

To Upload New File

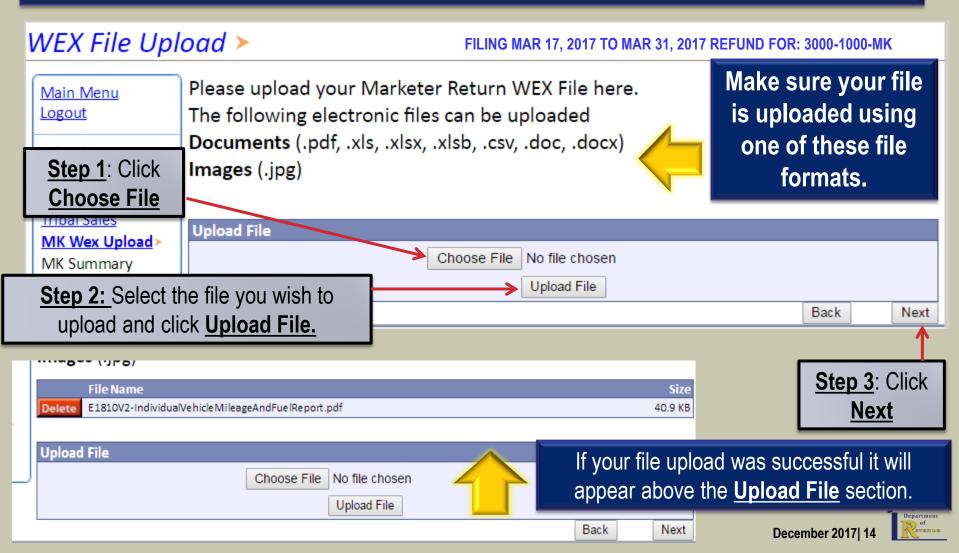
- ✓ Click Choose File
- ✓ Upload Corrected File
- ✓ Click Add File
- ✓ Click Next

Step 6: Upload your corrected file and click Next.



Example: Supporting Documentation File Upload

This screen allows you to upload copies of documentation to support your claim. Supporting documentation includes, but is not limited to: WEX statements, tax exempt statements, tax exempt spreadsheets or worksheets, and sales invoices



Example: Gallons Lost in Accordance with 10-47B-137

This screen is where you will record total gallons lost in accordance with SDCL 10-47B-137. A Marketer may collect a refund of fuel taxes paid on fuel lost by leakage or theft, or fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion.

Marketer's Tax Return > FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK Enter Whole Gallons Main Menu Logout Undyed Undyed REFUNDABLE SALES 100% Ethyl 100% Methyl Gasoline AVGAS Jet Fuel Diesel Fuel Biodiesel Alcohol Alcohol School License 3. Total gallons lost in accordance with Data Entry Section 137 Reefer Storage Tribal Sales Back Next Supporting Doc. Marketer Refund> After you have recorded all of your entries or if you MK Summary do not have any entries for this section click Next. Verify Info Please refrain from using the browser's back button while using this site. AThis site uses SSL (Secure Sockets Layer) encryption to protect your information.

Please Note: To qualify for this refund you must meet the following qualifications:

- 1. All Claims must be filed with the Department within 30 days after the loss is discovered.
- 2. For a refund of taxes on fuel lost by leakage or theft, the total gallons must exceed 500 gallons.
- 3. For a refund of taxes on fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion, the total gallons must exceed 100 gallons

Example: Marketer's Tax Return Summary

TIP: Always remember to review your entries before continuing on in the process.

Marketer's Tax Return Summary >

Main Menu Logout

School License

Data Entry

Reefer Storage

Tribal Sales

MK Wex Upload

MK Summary>

Verify Info

Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

A Gasoline	B 100% Ethyl Alcohol	
500	0	
0	0	
0	0	
500	0	
\$0.28	\$0.14	
\$140.00	\$0.00	
\$644.00		
	Gasoline 500 0 500 \$0.28	



View Printer Friendly Version

Your Total Refund Amount is \$644.00

Back

Click Next

Next

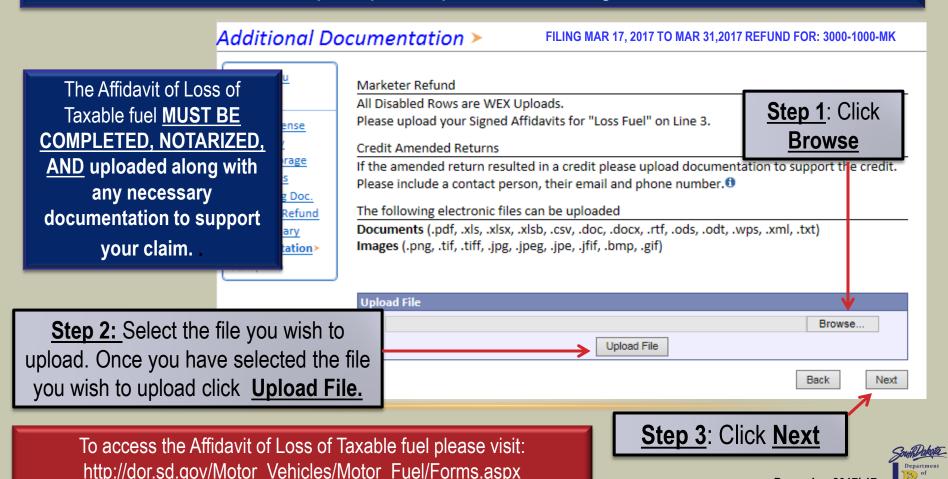
Click <u>View Printer Friendly Version</u> to print your return.



Example: Gallons Lost in Accordance with 10-47B-137 Continued...

<u>Please Note:</u> If you did not have any entries for gallons lost in accordance with Section 137 (Slide 15) you will not reach this screen.

This screen allows you to upload copies of documentation to support your claim for the entries reported in accordance with Section 137(Slide 15). Supporting documentation includes, but is not limited to: insurance reports, police reports, Bills-of-lading, and invoices.



December 2017 17

Verify Information >

Main Menu Logout

School License

Data Entry
Reefer Storage
Tribal Sales
MK Wex Upload
MK Summary

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:

3000-1000-MK

Name: CORPORATIONS

File Code:

WONDER WOMAN

Required Calendar Monthly

Period: 3/17/2017 To 3/31/2017

Return Due Date: N/A

Return Type: MK - Original

Refund Amount: \$644.00

Interest/Penalty: N/A

Total Refund: \$644.00

Payment Type:

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password:

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Back

_Submit

Confirmation Information >

Confirmation

Confirmation Number: 116350941694570878

Date Submitted: Mar 27, 2017 4:35 PM

Return

License: 3000-1000-MK

Period: 03/2017

Return Type: MK - Original

Return Due Date: Jan 27, 2017

Total Amount Due: \$644.00

View/Print Full Return

Print

Main Menu

Please Note: You will
NOT be able to print
your return after you
return to the main menu.
Click View/ Print Full
Return to print your
return



Find additional information and instructions for using EPath at: http://dor.sd.gov/epath/

Questions?

Call: **605.773.8178**

Email: <u>sdmotorfuel@state.sd.us</u>